



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380-0001

MCO 12713.8  
25 Apr 90

MARINE CORPS ORDER 12713.8

From: Commandant of the Marine Corps  
To: Distribution List

Subj: HANDICAPPED INDIVIDUALS PROGRAM (HIP)

Ref: (a) P.L. 93-112, Rehabilitation Act of 1973 as amended  
(b) FPM 720 of 14 Feb 83  
(c) PMS 720-A of Mar 80  
(d) EEO-MD-713, EEOC Management Directive  
(e) 29 CFR 1613.704, Appendix A

1. Purpose. To implement the HIP.

2. Coverage. This Order covers handicapped employees and disabled veterans, both appropriated and nonappropriated funds, applicants for employment, and current or former employees of Headquarters Marine Corps (HQMC); Marine Corps Research, Development, and Acquisition Command (MCRDAC); Headquarters Battalion, Henderson Hall; and the Marine Barracks, Washington, DC (including the Marine Corps Institute).

3. Policy. The Commandant of the Marine Corps is committed to the policy of assuring that equal employment opportunity (EEO) be provided to all persons with disabilities, including those who become disabled after appointment; and that qualified individuals with handicaps, have the opportunity to be hired, placed, promoted, and reasonably accommodated.

4. Definitions

a. Handicapped Individual. per reference (a), a handicapped individual is and individual who has a physical or mental impairment which substantially limits one or more of his or her major life activities; has a record of such an impairment; or is regarded by employer as having such an impairment.

b. Disabled Veteran. Per reference (b), a disabled veteran is a person who was discharged or released from active duty because of a service-connected disability. Specific action items designed to implement strategies chosen to deal with the problems/deficiencies in the employment and advancement of disabled veterans are contained in the Disabled Veteran Affirmative Employment Program Plan.

c. Reasonable Accommodation. Reference (c) defines reasonable accommodation as a logical adjustment made to a job

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and/or the work environment that enables a qualified handicapped/disabled person to perform the duties of that position. Reasonable accommodation to a known physical or mental handicap includes the following areas: modifying written examinations, modifying worksites, making facilities accessible, adjusting work schedules, restructuring jobs, providing assistive devices, providing readers or interpreters, adopting flexible leave policies, reassigning and retraining employees, and eliminating transportation barriers. A reasonable accommodation is not required if the agency can show that the accommodation would impose an undue hardship on the operation of its program.

d. Qualified Handicapped/Disabled Person. An employee is considered "qualified" if he or she can, with or without reasonable accommodation, perform the essential functions of the position without endangering the health and safety of the individual or others and who meets the experience and/or educational requirements and criteria for appointment under one of the special appointing authorities of handicapped persons.

e. Targeted Disabilities. Targeted disabilities are deafness, blindness, missing extremities, partial paralysis, complete paralysis, convulsive disorders, mental retardation, mental illness, and distortion of limbs and/or spine.

f. 700-Hour Appointment. A 700-hour appointment is a temporary appointment of a disabled individual which enables an activity to determine if an individual is able to perform the duties of the position before conversion to a continuing appointment. Individuals who do an acceptable job are converted to the competitive service upon completion of their 700-hour appointment.

## 5. Information

a. The Department of Defense has established a goal of at least 2 percent representation of persons with targeted disabilities in the workforce by December 1992.

b. October is National Disability Employment Awareness Month. During this month, several programs dedicated to the employment of persons with disabilities take place. One such program is the Presidential Award Program for the Outstanding Handicapped Federal Employees of the Year. It honors Federal

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employees with disabilities who have given exemplary service to their agencies, communities, or the Nation. It focuses on the many advantages to be gained by employing handicapped persons. The award spotlights Federal employees with severe disabilities who have handled a wide variety of positions with great skill, often in the face of formidable obstacles.

6. Responsibilities. The following individuals have specific responsibilities under the HIP.

a. Equal Employment Opportunity Officer (EEOO). The EEOO is responsible for executing the policy established for the HIP.

b. Deputy Equal Employment Opportunity Officer (DEEOO). The DEEOO is responsible for planning, developing, and monitoring the HIP. This includes reporting planned and actual accomplishments for hiring, placement, and advancement of disabled veterans and individuals with targeted disabilities through Affirmative Employment Program Plans (AEPP's). These plans comply with the Equal Employment Opportunity Commission (EEOC) instructions and guidance, reference (d). The DEEOO reviews and updates the AEPP's annually.

c. Handicapped Individuals Program Coordinator (HIPC). The HIPC is responsible for identifying and presenting workable solutions to the employment-related needs of handicapped individuals and disabled veterans including attitudinal, architectural, and organizational barriers to the successful recruitment, hiring, placement, promotion, and reasonable accommodation of these groups in the workplace.

d. Managers and Supervisors. All managers and supervisors, whether or not they serve in official EEO capacities, such as those listed above, are responsible for:

(1) Complying with reference (b) which requires that nondiscrimination be practiced, that affirmative action be implemented, and that qualified handicapped/disabled individuals be given a fair chance to be hired, placed, and advanced in the Federal Government.

(2) Providing, per reference (e), reasonable accommodation to the physical and mental limitations of a handicapped applicant or employee, as long as the applicant or employee qualifies for it and the accommodation does not cause undue hardship on the organization.

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(3) Recognizing that the skills and talents of individuals with disabilities can benefit employers when human resources are effectively utilized. Managers and supervisors need to look beyond the disabilities of employees and look at their abilities.

(4) Communicating with handicapped employees on a regular basis, especially during the initial period of employment. Job duties should be carefully and clearly defined and explained, and feedback about job performance should be given on a regular basis.


(5) Participating in developing and accomplishing goals in the AEPP's for handicapped individuals and disabled veterans.

7. Action

a. The EEEO, assisted by the DEEOO and the Civilian Personnel Officer, will provide guidance and instructions to staff agencies and serviced activities on the HIP and special recruitment programs to identify persons with disabilities.

b. The HIPC will assist managers, supervisors, and staffing specialists in accomplishing goals set forth in the current Handicapped AEPP.

c. Heads of staff agencies and serviced activities are requested to ensure that managers and supervisors support the HIP by carrying out the responsibilities set forth above and participate in increasing employment of persons with targeted disabilities in the civilian workforce.

  
M. J. ROY  
By direction

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